

2017 Fire Captain Info Session

Job Analysis Handout

**City of Columbus
Division of Fire
Fire Lieutenant and Fire Captain
Task Categories**

Emergency Response: Pre-Arrival Activities—Involves non-medical service activities from the receipt of an alarm to arriving at the scene.

Emergency Response: Upon Arrival and Initial Activities—Involves non-medical service activities from arrival at the scene and initial responses associated with obtaining an all-clear to include size-up, life-safety, resource needs and allocation, and initial rescue activities.

Emergency Response: During Incident Activities—Involves non-medical service activities after the initial activities until confinement and control of the incident to include extinguishment, fire-attack, coordinated rescue efforts, and ventilation.

Emergency Response: Demobilization—Involves non-medical service activities from control of the incident to marking back in-service after the completion of the emergency response.

Emergency Victim Care—Involves medical service activities from the receipt of an alarm to marking back in-service after the completion of the emergency response.

Supervision—Involves activities to evaluate performance of subordinates and ensure Fire Division policies, house policies, and contractual obligations within labor agreements are carried out.

Training—Involves tasks to ensure personnel are properly trained to carry out their assigned duties.

Public and Community Relations—Involves tasks to represent the Division and/or provide education to the community, outside organizations, other jurisdictions, other City Divisions.

Inspections—Involves tasks to ensure inspections of public buildings and structures, public assemblages, and targeted hazards to identify violations, evaluate fire hazards, and preplan for potential emergencies.

Administrative & Paperwork Functions—Involves tasks to gather, record, and maintain information; write reports and correspondence; and plan the allocation of resources and personnel.

Task Category Relative Importance Ratings- Fire Lieutenant

Task Category (n=31)	Average	Sub Total	Rank
Emergency Response: During incident Activities	16.29		
Emergency Response: Upon Arrival and Initial Activities	15.39		
Emergency Response: Pre-Arrival Activities	9.81		
Emergency Response: Demobilization	7.80	49.28	1
Training	12.26		2
Emergency Victim Care	11.87		3
Supervision	9.35		4
Administrative & Paperwork Functions	7.30		5
Inspections	6.47		6
Public and Community Relations	5.47		7

Task Category Relative Importance Ratings- Fire Captain

Task Category (n=14)	Average	Sub Total	Rank
Emergency Response: Upon Arrival and Initial Activities	15.50		
Emergency Response: During incident Activities	14.21		
Emergency Response: Pre-Arrival Activities	8.36		
Emergency Response: Demobilization	5.36	43.43	1
Training	13.57		2
Supervision	11.57		3
Emergency Victim Care	9.46		4
Administrative & Paperwork Functions	8.04		5
Public and Community Relations	7.68		6
Inspections	6.25		7

Per Job Analysis conducted in 2012.

Phase 1- Multiple-Choice Handout

2017 Fire Captain and Lieutenant Exams
Approximate Number of Test Questions
on the Multiple-Choice Phases
Derived from each Reading Source

Fire Lieutenant Multiple-Choice Exam Sources	Approximate Number of Items
Division of Fire Standard Operating Procedures	25-35
Division of Fire Systems Manual	15-20
IAFF Contract Effective 11/01/14 – 10/31/17	1-5
City of Columbus Central Work Rules	1-5
Division of Fire Bulletins	3-8
Fireground Strategies 3rd Edition	15-20
Building Construction for the Fire Service 5th Edition	15-20

Fire Captain Multiple-Choice Exam Sources	Approximate Number of Items
Division of Fire Standard Operating Procedures	25-35
Division of Fire Systems Manual	15-20
IAFF Contract Effective 11/01/14 – 10/31/17	1-5
City of Columbus Central Work Rules	1-5
Division of Fire Bulletins	3-8
Disaster Plan 2015	3-8
Collapse of Burning Buildings: A Guide To Fireground Safety 2nd Edition	8-15
Fireground Strategies 3rd Edition	15-20

Phase 2- Tactical Exercise Handouts

INFO SESSION HANDOUT

2017 Fire Captain Tactical Exercise General Instructions to Candidates

The tactical exercise is designed to assess your ability to act as a company officer at the rank of captain within the incident management system. The tactical exercise will simulate emergency scenes in the most realistic manner possible, within the constraints of the testing environment. The exercises are designed such that it is possible to assess your abilities related to emergency response.

Candidates will individually “run through” a series of scenarios. You will be escorted into the testing room and placed at a workspace facing a video monitor. There will be a XX* minute preparation period designed to orient you to the role you will assume. Materials relevant to your specific assignment will be provided, and you may also use this time to prepare personal notes or worksheets to assist you. Typically, each scenario begins with a brief orientation period during which you will hear and see information regarding the scenario on a computer monitor. You will then be instructed to begin verbal response to the prompt or question. The prompt or question will be provided verbally and in writing. Due to testing constraints, the overall time for each scenario will generally be accelerated, and you will not receive audio or visual feedback to your responses.

You are expected to assume the role of a fire captain for the City of Columbus. The staffing of each apparatus will be indicated in the examination information. In your role as a fire captain, you will be brought into the scenario in one of two ways—you may be dispatched to the scene, or the scenario may start with you already at the scene. You may hear the FAO dispatch companies to the scene, or simply be notified of their presence at the scene. You will be provided with a test booklet containing a list of the companies relevant to each scenario. You may make notes on these lists as you see fit. Additionally, blank paper will be provided for your use. However, because the response format is verbal, written notes made on test materials will not be scored.

You are to begin your response when instructed to do so. You will verbally respond to the scenario in one of two ways: 1) just as you would on the fireground, or 2) in response to specific questions posed by the narrator. Your responses should be consistent with the standard operating procedures of the Columbus Division of Fire and sound, professional, fire service tactics.

Each scenario will be approximately XX-XX* minutes long, which includes both the period when you see and hear the scenario information, and your response time. Just prior to your response time, the video will notify you how long you have to respond to that scenario. At the outset of your response time, the screen will state “**RESPOND NOW**”, with a simultaneous announcement by the narrator. When your response period ends, the screen will state “**STOP**”, with a simultaneous announcement by the narrator. If you finish before the time limit expires, sit quietly and wait for the next scenario to begin.

Each exercise is designed the same for each candidate, however, candidates may respond differently. The scoring keys have been developed such that differences in style will be

(see reverse)

permitted without loss of points. Actions taken that address the relevant problems inherent in the scenarios should result in awarding of points regardless of the approach, however, points will not be awarded for a failure to recognize and appropriately address the relevant problems.

Effort will be made not to award points for trivial concerns/responses. You may fail to earn points if you detail contradictory information or give responses that do not directly relate to the scenario presented.

The exercise will be recorded and scored by a panel of fire service experts. The assessors will be fire personnel in the rank being tested for, or above, from outside the state of Ohio. They will rate your responses based upon a previously developed check-off list answer key.

* has not been finalized

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Fire Captain Scenarios Information Prep Period Booklet

for the

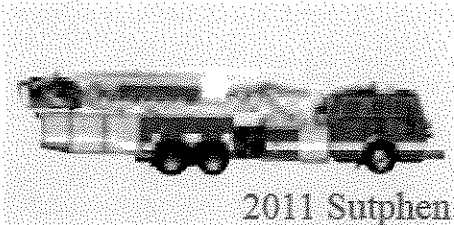
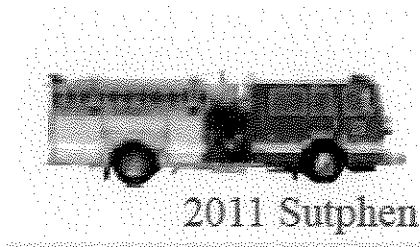


2017 Fire Captain Promotional Exam
Tactical Exercise

(DO NOT OPEN UNTIL INSTRUCTED TO DO SO)

2017 Fire Captain Promotional Exam Tactical Exercise

For the tactical exercise, you are to assume the role of **Captain Candidate**, assigned to Ladder 99, Station 99, Battalion 9. Station 99 consists of Engine 99 Ladder 99, and Medic 99, and Rescue 99, as shown below.

Station 99, Battalion 9

Ladder 99	 2011 Sutphen	<p>YOU are the Captain assigned to Ladder 99, a platform ladder truck.</p> <p>Your name is Captain Candidate. (DO NOT USE YOUR REAL NAME)</p> <p>The staffing on Ladder 99 is one officer and three firefighters, one of whom is certified as a rescue technician.</p>
Engine 99	 2011 Sutphen	<p>The staffing on Engine 99 is one officer and three firefighters, one of whom is a paramedic.</p>
Medic 99	 2014 International/Horton	<p>The staffing on Medic 99 is two paramedic firefighters.</p>
Rescue 99	 2012 Sutphen/SVI	<p>The staffing on Rescue 99 is three firefighters, one of whom is a paramedic firefighter.</p>

DO NOT USE YOUR REAL NAME

INFO SESSION EXAMPLE

Station 99 First-In District



DO NOT USE YOUR REAL NAME

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INFO SESSION EXAMPLE

2017 Fire Captain Promotional Exam
Tactical Exercise

Test Booklet

(DO NOT TURN PAGE UNTIL INSTRUCTED TO DO SO)

INFO SESSION EXAMPLE

DO NOT USE YOUR REAL NAME

SCENARIO A

(DO NOT TURN PAGE UNTIL INSTRUCTED TO DO SO)

DO NOT USE YOUR REAL NAME

Scenario A Information

Incident address: 416 West Park Avenue

Dispatch: Report of a fire

Dispatch time: 10:03 a.m.

Companies on scene:

Engine 99
Engine 98
Engine 97
Ladder 99- YOU: Captain Candidate
Ladder 98
Medic 99
Rescue 99

For this scenario: Provide the Initial Radio Report
consistent with standard operating
procedures

DO NOT USE YOUR REAL NAME

SCENARIO B

(DO NOT TURN PAGE UNTIL INSTRUCTED TO DO SO)

DO NOT USE YOUR REAL NAME

Scenario B Information

Incident address: 416 West Park Avenue

Dispatch: Report of a fire

Dispatch time: 10:03 a.m.

Companies on scene:

Engine 99	Engine 96
Engine 98	Ladder 97
Engine 97	Medic 98
Ladder 99- YOU: Captain Candidate	EMS 9
Ladder 98	SO 2
Medic 99	ISU 9
Rescue 99	

For this scenario: Provide the Initial Action Plan Report consistent with standard operating procedures, and assign the on-scene companies as needed to resolve the emergency

DO NOT USE YOUR REAL NAME

Phase 3- Oral Board Handouts

SAMPLE EXERCISE: ROLE-PLAY

You are a 3rd shift supervisor for a local retail business with several locations in Columbus. 3rd shift functions with a skeleton crew. Responsibilities of the 3rd shift employees include helping customers, end-of-shift stocking, cleaning, and display updating. Two months ago, Scott Bell, an employee under your supervision, separated from his wife of 12 years. You also know that he recently moved out of house; he submitted a change of address form for the files and told you it was due to the separation. Scott has worked for your company for 10 years, is an outstanding employee, has a spotless work record, has great customer service skills, and is normally very outgoing. Recently, however, you have noticed some changes in his performance on the job and his productivity has gone down. You have also noticed that he rarely talks to other members of his team, and has been requesting to leave work early on Fridays and Saturdays, the busier nights, to attend to personal matters, even though Mondays and Tuesdays are his scheduled days off. Other employees under your supervision, including Gary Miller, who is Scott's friend and co-worker, have reported to you that Scott has been rude and short with customers while performing his regular duties, and has not been pulling his load of the work on busy nights. You are also aware that Gary's involvement with Scott is limited since Gary's scheduled days off are Fridays and Saturdays.

Instructions to the Candidate

You scheduled a meeting with Scott Bell to discuss the issues presented above. One of the board members will play the role of Scott Bell. You will have eight minutes to complete the exercise; you will have seven minutes to complete the role-play and an additional one minute for a follow up question. At the six-minute point, a board member will indicate that there is one minute remaining. When seven minutes have expired, the role-play will conclude and you will be asked the follow-up question. You will have until the eight-minute point to respond to this question.

ORAL BOARD DIMENSIONS

ORAL COMMUNICATION: Organizes thoughts and expresses them in a clear and logical manner, quickly comprehends another's meaning, uses appropriate vocabulary, correct grammar, and appropriate non-verbal communication (gestures, etc.).

INTERPERSONAL RELATIONS: Establishes and maintains cooperative and constructive relationships with others, considers the feelings and needs of others, respects the views of others, and provides counseling advice when appropriate.

INFORMATION ANALYSIS: Ability to seek out information, to distinguish between important and unimportant information, and to focus on relevant information while discarding unimportant or irrelevant information.

PROBLEM SENSING & RESOLUTION: Ability to critically evaluate a situation and comprehend it in its proper perspective to identify underlying issues as well as the obvious, to assess alternative solutions, and to consider the implications of problems and solutions.